

## **Administrative Clerk (PSA-Limited), Tokyo**

**OPEN TO:** All Interested Parties (with the exception of U.S. citizens and U.S. legal permanent residents)  
**POSITION:** Administrative Clerk  
**OPENING DATE:** June 15, 2021  
**CLOSING DATE:** June 25, 2021  
**WORK HOURS:** Monday through Friday, 8:30 – 17:30 (Work on alternate days)  
**SALARY:** Hourly wage of ¥1,576  
**LENGTH OF HIRE:** Not to exceed 30 working days  
**STARTING DATE:** July - August

The Human Resources Office of the U.S. Mission in Japan (Tokyo) is seeking eligible and qualified applicants for two (2) Administrative Clerk/PSA-Limited positions, who will work alternate days during period July through August.

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

### **BASIC FUNCTION OF POSITION:**

Provides administrative/clerical support to the Human Resources Office with permanent change of station and entry issues. Duties include drafting e-mails and diplomatic notes, preparing forms for Ministry of Foreign Affairs (MOFA) and the Immigration Office, scanning and making copies of passports and MOFA IDs, issuing Base IDs, and filing documents. Assists with other administrative duties as required.

### **QUALIFICATIONS REQUIRED:**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Basic computer skills (Excel, Word, and Outlook).
2. Level III\* (Good Working Knowledge) Japanese and Level II\* (Limited Knowledge) English.
3. Good organizational skills

### **ADDITIONAL SELECTION CRITERIA:**

1. All candidates for this position must submit their applications in English.
2. Applications must be received by email by the closing date.

### **HOW TO APPLY:**

Applicants must submit the following documents to be considered. Failure to do so may result in a determination that the applicant is not qualified.

1. Employment Application for Locally Employed Staff or Family Member (Form DS-174), which is available on our website <https://eforms.state.gov/Forms/ds174.PDF>
2. A copy of Japanese Resident Card (for non-Japanese citizens).

### **WHERE TO APPLY:**

Please send your application **by email** to [HROTokyo@state.gov](mailto:HROTokyo@state.gov).

\* Please DO NOT mail your application to the Embassy.

**EQUAL EMPLOYMENT OPPORTUNITY:**

The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.